



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 1 of 7

Proposed Policy Number and Title: 321 <i>Employment Classifications and Work Limits</i> —Temp. Emerg.		
Existing Policy Number and Title: 321 <i>Employment Classifications and Work Limits</i>		
Approval Process*		
<input type="checkbox"/> Regular	X Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	X Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
Bundled with Policy 639.	Anticipated Expiration Date: December 6, 2014	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: Board of Trustees

President's Council Sponsor: Linda Makin **Ext.**

Policy Steward: Mark Wiesenberg **Ext.**

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>9/26/2013</u></p> <p>University Entities Review Entrance Date: <u>Not applicable</u></p> <p>University Community Review Entrance Date: <u>Not applicable</u></p> <p>Open Feedback: <u>Not applicable</u></p> <p>Close Feedback: <u>Not applicable</u></p> <p>Board of Trustees Review Entrance Date: <u>11/19/2013</u></p> <p>Approval Date: <u></u></p>	<p>POST APPROVAL PROCESS Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: <u></u></p> <p>Date posted and verified: <u></u></p>

Printed On:
November 20, 2013



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 2 of 7

POLICY TITLE	Employment Classifications and Work Limits – TEMPORARY EMERGENCY	Policy Number	321
Section	Human Resources	Approval Date	
Subsection	Conditions of Employment	Effective Date	
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

1.1 This policy establishes work limits and position categories by which departments shall identify their employees for the reporting and monitoring of work hours.

2.0 REFERENCES

2.1 UVU Policy 639 *Adjunct Faculty*

3.0 DEFINITIONS

3.1 At-will employment: Employees designated as at-will have no assurance of continued employment and may be dismissed without a statement of cause, without advance notice, and without the right to appeal, provided the termination does not violate federal or state law.

3.2 Full-time employee: Employees hired into positions in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are eligible for benefits, including medical insurance.

3.3 Variable hour employee: Employees hired into positions in which the University has a reasonable belief that the employee will work less than 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are considered at-will and are not eligible for benefits, including medical insurance.

3.3.1 Adjunct faculty: Faculty hired on a semester basis who is listed as the instructor of record on a credit class and is paid on a per course rate. Pay is processed through a semester appointment form.

3.3.2 Instructional support faculty: Faculty who assist in teaching a credit course but who is not the instructor of record and is paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.

3.3.3 Non-credit instruction faculty: Faculty teaching a non-credit course, workshop, seminar, etc., and is paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.

3.3.4 Part-time staff: Staff employees paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.

Printed On:
November 20, 2013



3.3.5 Temporary employees: Employees hired into positions that are limited in duration (lasting less than six months). Pay is processed through submission of a time card for actual hours worked.

3.3.6 Student employee: Individuals duly enrolled at Utah Valley University, registered for classes, and whose primary purpose for being at the University is the achievement of a degree or certification. These employees are paid on an hourly rate for hours worked on the student pay schedule and pay is processed through submission of a time card for actual hours worked.

3.4 Seasonal employee: Employees hired into positions that are limited in duration (lasting less than four months) and performs work that pertains to or is exclusively performed at certain seasons or periods of the year. The nature of the position is such that it may not be continuous or carried on throughout the year. The University has a reasonable belief that the employee will work less than 130 hours per month (30 hours per week) in a 12-month measurement period. Pay is processed through submission of a time card for actual hours worked.

3.5 Service hours: Scheduled and actual work hours tracked to determine benefits eligibility, including medical insurance.

3.6 Supervisor: A University employee charged with the responsibility for managing others' performance, including conducting performance evaluations.

4.0 POLICY

4.1 President's Council shall establish hours of service parameters for variable hour employees.

4.2 Human Resources and the Office of the Senior Vice President for Academic Affairs are responsible for communicating service parameters for variable hour employees in their areas of responsibility.

5.0 PROCEDURES

5.1 Enforcement of Variable Hour Employee Work Parameters

5.1.1 Service hours will be regularly reported by Human Resources/Payroll to the employee and the employee's supervisor(s). Any violation of Policy 321 will be reported to the employee, the employee's supervisor(s), and the appropriate vice president(s).

5.1.2 Violations of Policy 321 by a variable hour employee will result in disciplinary action up to and including termination. If terminated, the terminated employee will not be eligible for rehire by the University for at least 26 consecutive weeks from the last day paid and must apply for an open, posted position.

5.1.3 Policy violations and failure to appropriately monitor employee service parameters on the part of the supervisor may result in corrective action up to and including termination.



5.2 Termination and Rehire

5.2.1 A variable hour employee who is not credited with an hour of service for at least 26 consecutive weeks will be treated as having terminated employment and would need to be selected through a hiring process for further employment and would be considered a new employee for tracking of service hours.

5.3 Adjunct Faculty with an Instructional Support or Non-Credit Instruction Faculty Assignment

5.3.1 Adjunct faculty must receive prior approval by his or her department chair to perform other instructional, non-course duties and assignments. Such duties and assignments will be paid on an hourly rate for hours worked (hourly employee). Pay is processed through submission of a time card for actual hours worked. These service hours will be calculated from hours worked and hours for which payment is made or due. The combination of these hourly employee service hours and the assumed service hours for adjunct faculty must not exceed the established work limit.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 5 of 7

POLICY TITLE	Employment Classifications and Work Limits	Policy Number	321
Section	Human Resources	Approval Date	December 6, 2012
Subsection	Conditions of Employment	Effective Date	December 6, 2012
Responsible Office	Office of the Associate Vice President of Human Resources		

1.0 PURPOSE

2.0 REFERENCES

~~2.1 U. S. Treasury Regulations Section 31.3131(b) (10) 2)~~

~~2.2 U.S. Department of Education regulation (34CFR674.2) (RP 98-16)~~

3.0 DEFINITIONS

4.0 POLICY

~~4.1 All departments shall identify each of their employee positions according to the following classifications:~~

~~4.1.1 Position~~

~~4.1.1.1 Salaried positions~~—Faculty and non faculty positions categorized as .75–1.00 FTE that can be reasonably expected to last six consecutive months or longer. These positions are funded from salaried budgeted dollars and provide a benefit package paid for by the University.

~~4.1.1.2 Hourly positions~~—Non faculty positions categorized as less than .75 FTE that can be reasonably expected to last six consecutive months or longer. These positions are funded from hourly budgeted dollars and do not provide a benefit package.



4.1.1.3 Temporary positions—Positions that, due to the nature of the work, the employment agreement, or the availability of individuals for regular work, can be reasonably expected to last less than six consecutive months. These positions are funded from hourly budgeted dollars and no benefit package is provided.

4.1.1.4 Adjunct faculty positions—Faculty positions that are funded from hourly budgeted dollars and do not provide a benefit package. These positions are filled for a semester at a time.

4.1.1.5 Student positions—An employee who performs services in the employ of the University "incident" to and for the purpose of pursuing a course of study at the University (U. S. Treasury Regulations Section 31.3131(b) (10)-2).

4.2 Employment Limits

4.2.1 President's Council shall establish hours of service limits for non full time employees (including temporary employees, hourly employees, student employees, and adjunct faculty.)

4.3 Student Employment

4.3.1 There are four categories of student employment: Student FICA exempt, Work Study FICA exempt, Student FICA eligible (Trainee status), and Foreign Student FICA exempt:

1) **Student FICA exempt**—An individual enrolled as a student at Utah Valley University at least half time (six credits), as determined by the University.

2) **Work Study FICA exempt**—An individual enrolled for at least 12 credits, working on the student pay schedule not more than 20 hours per week in the work study program.

3) **Student eligible for FICA deduction (trainee status)**—An individual enrolled as a student at Utah Valley University less than half time (fewer than six credits), as determined by the University.

4) **Foreign Student FICA exempt**—An individual attending Utah Valley University on an F1 visa, maintaining 12 credits, and working on the student pay schedule not exceeding 20 hours of work per week as mandated by INS policy, except during his or her designated vacation, or during a semester off.

4.3.2 Timing of Determination of Student Status

4.3.2.1 Determination of student status will be made at the end of the drop-add period; the status may be adjusted after that period. For payroll periods ending before the expiration of the drop-add period, the determination of student status is made on the basis of the number of semester hours being taken at the end of the registration period for the semester. Student performed work that is exempt from FICA during all pay periods of a month or less and that falls wholly or



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 7 of 7

~~partially within the academic term is eligible for the FICA exemption (U.S. Department of Education regulation [34CFR674.2] [RP 98-16]).~~

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity